

RICHMOND POLICE DEPARTMENT



11-9 DISCIPLINARY REVIEW OFFICE OPERATING MANUAL

Chief of Police or Designee

8/21/2008

Table of Contents

I. Purpose.....	3
II. Policy.....	3
III. Procedure.....	3
IV. Personnel.....	4

PURPOSE

The purpose of this manual is to establish internal procedures for the Disciplinary Review process.

POLICY

It is the policy of the Richmond Police Department that all employees maintain the highest degree of both professional and personal conduct and integrity toward citizens and department members in performing their duties and responsibilities. It is the goal of the RPD to complete the disciplinary process within 120 days from the time the department is made aware of the allegation, whenever feasible.

PROCEDURE

Duties and Responsibilities of the Disciplinary Review Officer

1. Review investigative reports and recommendations which are forwarded from the appropriate major or civilian supervisor.
2. Ensure that the specific charges and reason for the disciplinary action are appropriate.
3. Depending on the employee's acknowledgement of the commission of the alleged violation(s), recommend discipline or that the case be forwarded to the Disciplinary Review Board as appropriate.
4. Review all Internal Review Board findings and provide notice to the employees. Apply table of penalties and forward recommendations to the Chief.
5. Conduct a pre-disciplinary conference with the affected employee.
6. Prepare and sign the Pre-Disciplinary Conference-Record of Action (PD-2C) and ensure notice to the employee, as provided in this policy.
7. Ensure that all appropriate notifications are submitted to employees.
8. Ensure that the Human Resources Chief or a representative from the Office of General Counsel attend pre-disciplinary conferences as requested.
9. Provide staff assistance to disciplinary review panels, and Commanders/Directors as appropriate.
10. In consultation with the Human Resources Division Chief, prepare memorandums to the Chief Administrative Officer in cases of suspensions more than 10 days, demotions, terminations/dismissals, and reductions in pay.
11. Ensure that when an investigation reveals possible training issues, these issues will be forwarded to the OIC of the Training Academy.
12. Ensure that remedial training is established and completed within a designated time.
13. Serve as the chair of the Disciplinary Review Board.

14. Ensure that a PD-2E or PD-2F (as appropriate) is compiled stating the start and end dates and times of the suspension and delivered to the Office of Professional Responsibility.
15. Disseminate copies of all necessary forms pursuant to the particular form's distribution/dissemination list.

PERSONNEL

The following personnel are assigned to the Disciplinary Review Office:

- One (1) Captain
- One (1) Sergeant
- One (1) Administrative Support Program Assistant (APSA)